

**Concordia Council on Student Life
Meeting Minutes**

October 28, 2011 at 10am
Loyola Campus PC 2.115

<u>Student Representatives (present)</u> M. Fuller A. Filipowich C. Walcott S. D'Ambra M. Hotchkiss J. Lindsay L. Glover N. Shah	<u>Student Representatives (absent)</u> M. Khader
<u>Student Services & Faculty Representatives (present)</u> B. St. Laurent T. Polletti L. Gallo I. Petsopoulos K. Sheahan Dr. S. Brutus Dr. C. Bolton M. Drew H. Magonet	<u>Student Services & Faculty Representatives (absent)</u>
<u>Permanent Observers (present)</u> L. Toscano C. Boujaklian G. Beasley M. Allard	<u>Permanent Observers (absent)</u> D. Houde (with regrets) R. Wagenchi (with regrets) K. Hendrich (with regrets)
<u>Chair</u> A. Woodall	<u>Secretary</u> D. Baker (replacing J. Stuart)

1. Call to Order

2. Approval of the Agenda

3. Remarks from the Chair

K. Sheahan presented the new Perform Centre:

- Research centre to discover new ways of preventing injury and promoting health to create a healthier society.
- Official ribbon cutting on November 4.
- 7 service areas including a conditioning and rehabilitation centre.
- The conditioning and rehab centre is 40% larger than LeGym and full of natural light.
- It is intended to support recreational use of facility for the Concordia and wider NDG community as well as a research facility.
- Imaging Centre is complete with medical imaging suite for a team of world class researchers.
- Exploratory tours are available after this meeting.

A. Woodall updated the council on:

- The women rugby team has made the finals and is playing Laval this weekend.
- The Libraries launched a new program offering tablets on loan to students. An extension of the successful laptop loan program currently offered.
- Counseling and Development has launched the "Oui Can Help" program: There are 100 bursaries available for international or out of province students to learn French.
- Concordia was included in the Globe and Mail's University Survey:
- campus atmosphere b+, student satisfaction around the middle, recreation b+ (started with d-), sustainability b, libraries a- (first in Canada).
- Open House, our most successful ever, took place October 22. Congratulations!
- Campus Compass will be taking place November 4 & 5. Student leaders will take part in a series of capacity building workshops around personal development and organizational behaviour.
- The CSU opened a swap shop on the 7th floor. It is set to officially opening on Tuesday.
- New rules are regarding the service of food and use of the tables in the Mezzanine are still under discussion but almost complete.

4. Approval of the Minutes from September 30, 2011

Claudie Boujaklian's name to be corrected. Approved.

5. Business Arising for the Previous Minutes

5.1 Budget Update (M. Drew)

- Ongoing Student Services budget planning for 2012-2015.
- Student Services Directors have been beginning to gather data necessary to begin projecting.

- Student Services directors are meeting again November 9th and will put the necessary data together.
- Information is needed from Financial Services and it is expected that a presentation may be possible for as early as January.
- Open meetings outside of CCSL for students and permanent observers will be scheduled once this part of the process is complete.
- Melanie Drew can be contacted if you have any questions about anything previously distributed.

5.2 Sub-Committee Membership

- Sub Committee Membership is almost all full: Two undergraduate vacancies on the Awards sub-committee and a Graduate vacancy on the Special Projects Sub-Committee.
- M. Fuller will sit on the Awards Committee
- N. Shah will remind the GSA that this appointment is necessary.
- School of Extended Learning will be contacted to see if they can appoint a representative for CCSL and the Special Projects Sub-Committee.

6. New Business

6.1 Student Service Communications (Matt Stiegemeyer)

M. Drew introduced Matt Stiegemeyer from University Communications:

- Budget planning for 2006-2009 presented the need for Services to be better promoted and a Communications Sub-Committee was struck to bring together Student services Directors and Students to address communications strategies.
- Mandate was too large for such a small Committee.
- University Communications responded by adding a position to work solely on student services issues: Matt Stiegemeyer.

M. Stiegemeyer has spent the last few months getting to know Student Services and will be spending the next few months getting a sense of needs from focus groups with students.

6.2 Presentation from Special Projects Applications requesting \$5000 and over

A. Woodall gave an overview of CCSL and funding decisions made thus far but the sub-committee:

- CCSL has an annual budget of \$165,000 with \$10,000 for awards (formerly tuition waivers) for students that sit on governing bodies at Concordia, 15 000\$ for CSU's housing and Job Bank
- Balance of \$140,000 remains for special Projects
- \$28,630 was disbursed by the Special Projects Sub-Committee
- If you split the total available monies available
- \$61,000 is being requested by projects requesting over \$5000 to present at this meeting
- If these projects are fully funded it would leave \$50,370

Questions were raised as to previous trends in the number of project applications received and the funding allocated in each semester.

It was discussed that there are no clear trends, and that breakdown between semesters varies from year to year, but that typically there is less total funding requested in the winter semester. That is, that all received applications total less than those from the fall semester.

A. Woodall circulated a list of projects under \$5000 funded by the Special Projects Sub-Committee and asks that results remain confidential until all projects are contacted with the amounts they are to receive.

- There is a TBC amount of \$15,000 not included in the amount already disbursed. A decision on these projects was not able to be considered by the Sub-Committee.
- Questions for the clarification on the decision-making process. Projects requesting under \$5000 are considered by the sub-committee and those requesting over \$5000 are the decision of the entire council.
- A. Woodall distributed that CCSL Special Project Funding Guidelines for council's reference.
- It was decided that \$50,000 should be left for disbursement in the Winter semester
- K. Sheahan proposes that considering the \$28,630 already committed and the \$15,000 still left to consider, that the amount to be allocated to projects presenting at this meeting be capped at \$53,500 and \$7,500 be reserved for decisions on the TBC projects. Accepted as a guideline for decision-making.
- Anyone with an interest or conflict of interest should clearly state that, and anyone the submitted a proposal will not participate in deliberations.
- Each project will be given 5 minutes to introduce and 15 minute questions.
- Results will be sent out by the end of business Monday.

A. Woodall reviewed the guidelines:

- Projects are expected to enhance student life on campus
- No Funding is to be given for travel to conferences, alcohol, or course requirements.
- Special Projects Sub-Committee looked at the breadth of a project, the of students involved, and its.
- S. Ambra added that the Sub-Committee looked at how reasonable the budget was and if there were other ways of offsetting costs and other sources of funding. As well as if they have already applied for CCSL funding in the past and if they had used the funding allocated to them.

Sustainable Initiative for the 2012 MBA International Case Competition

Santiago Molano and Vishnu Subram presented their request for \$10,000. Application is attached as CCSL-10281022-03 and CCSL-10281022-04.

Discussion:

- Questions about Sustainability and inquiries as to whether Sustainable Concordia has been approached for guidance. Yes and, additionally, group members are also working with the John Molson Sustainable Business Group.
- H. Magonet asks who else is contributing to the funding. JMSB has confirmed \$15,000 for the Case Competition. The budget being presented to CCSL is specifically for the sustainability initiatives. Asked for clarification on why there is a budget line for volunteers. The amount is meant for volunteer support and appreciation (meals, etc).
- N. Shah why are you still coming to CCSL for funding if the event when it has been going on for 30 years. Previous execs did not know about CCSL. Raising funds is challenging

and want to make this as sustainable as possible to distinguish the event and improve upon weaker sustainability efforts in the past.

- B. St. Laurent asks if it is the first time there is a sustainable component. It began two years ago but needs to be improved upon.
- It was asked how they plan to showcase the importance of sustainability, if the event itself is not about sustainability. Moments will be taken to highlight efforts as well as ensuring they are highly visible in their marketing efforts.
- S. D'Ambra asks if there is a registration fee and what has past corporate sponsorship included. Participating schools pay a 1500\$ fee per team (5 people). Biggest contributor is Bombardier, CAE, CGI. These sponsors are sponsoring the event but not the sustainable portion.
- S. D'Ambra asks how many participants from Concordia. Over 250 people from Concordia. \$35,000 for schools are the prizes.
- K. Sheahan comments that including the theme of sustainability in case competitions to compliment the sustainability initiative.
- L. Glover asks about waste management. Bio degradable cutlery, composting. Yes, they are in touch with sustainable Concordia.

CUTV: Security, Accessibility, Resources

Laura and Sundus Abdul Hadi present their request for \$10,000. Application is attached as CCSL-10281022-05 and CCSL-10281022-06.

Discussion:

- A. Filipowich asks about vandalism from the previous year and how this funding could help. Screens will be protected from vandalism and potential damage from work done in the Hall building.
- S. D'Ambra asks where they will have the sound booth set-up. CUTV would use their current storage space. They work with boys and girls club, who are asking CUTV to help them build a similar type of booth.
- L. Glover asks if they are asking for other type of funding. CUTV has applied to CSU Special Project Funding and \$5000 will come from CUTV. An application has been submitted to SAF for other programing.
- C. Walcott asks if they have spoken to security to see if they can. CUTV has spoken with security and have quotes on the appropriate solutions.
- M. Drew says in the past CCSL has supported CUTV in the past. She asks how would they modify the project if full funding does not come through; they are trying to increase funding on all levels. They use government funding to help in hiring staff, especially recent Concordia graduates. Looking at other grants and getting approached by groups who would like to partner. Have also partnered with a lot of Concordia departments.
- M. Drew asks how they will alleviate having to request money for the same projects from CCSL.
- CUTV will be running a fee levy campaign during Fall elections askig students to increase their existing fee-levy to help in funding their five year plan. Renting out sound studio is also a potential revenue and their equipment.

The Hive Café

Melissa Fuller presented a history of the Hive Café and her request for \$25,000. Application is attached as CCSL-10281022-08 and CCSL-10281022-09.

Discussion:

- L. Stanbra asked about the \$13,900 as an amount that was previously approved by CCSL. Melissa had an update that the funding that is no longer available but there is previous funding from another source that is still available.
- M. Drew has seen the history of this project and would like to know how this proposal will finally open up space for students at Loyola. Once plan goes through, they will be working with CUSACORP. There will be a general manager, kitchen staff, and counter staff with operating hours 8h-20h daily except weekends.
- K. Sheahan asked for clarification on the construction and what will be covered by the University because it looks built. Melissa explained that the café portion is not built; it will be built as a separate operation. It will be on the left as you enter as separate part of the hive that will not inhibit the use of the entire Hive as an event space.
- Several concerns on proposed costs were raised by members of the council. K. Sheahan volunteered to review the budget before it is reconsidered at November's meeting.

CSU Mugs

Laura Glover presented on her request for \$11,000. Application is attached as CCSL-10281022-10 and CCSL-10281022-11.

Discussion:

- J. Lindsay asked what the process was to ensure that the best material was used for the mugs. Research was done on the impact of materials and after 24 uses these mugs, cancel out the carbon footprint used to make them and the number of the disposable cups saved from landfill through their use.
- S. D'Ambra asked about the difference between the projected revenue versus actual revenue. They were charging 3\$ per mug. Drinks or coffee for an additional 1\$ sometimes they also gave mugs to students who did not have money or donated to other events.
- L. Toscano asked for clarification if the mug being used are the same mugs as the last year? No.
- M. Hotchkiss shared that as a member of SCPA, they have been having events in which mugs were donated.
- C. Walcott commented that the R4 dish project is currently out of commission so the mugs also fill a gap.
- K. Sheahan commented that the project has a lot of merit, that it is rare that a project like this actually raises funds and that it is worthy of support.

Alternative Spring Break Program

Cameron Monagle presented his request for \$5000. Application is attached as CCSL-10281022-12 and CCSL-10281022-13.

Discussion:

B. St. Laurent shared that Centre for Native Education sent 5 students to one of the projects that ASB plans to travel with students. She had witnessed how this experience has changed people and how much they have enjoyed the experience.

Funding Decision

Alternative Spring Break: 5000\$

MBA Case Competition, Sustainability: \$7,400 total with \$5,000 towards locally sourced food; \$2,400 towards Transportation.

CUTV: \$5,100 total with \$3,000 towards the voice recording studio, \$2,100 towards updating TVs with the condition that one to be installed at Loyola. If willing to clarify on the security projects CCSL will consider allocating the total amount requested.

HIVE: More information is needed, request remains open.

Mugs: \$11,000.

For a total of \$28,500.

Presented by K. Sheahan

Seconded by B. St. Laurent

Passed Unanimously

7. Next Meeting: Friday, November 18, 2011 in H-769

8. Adjournment